This Computes!

Department of Health Services
Children's Medical Services Network
(CMS Net) - Information Bulletin #358

PTR Billing Information/Updates

The CMSNet Web business rules for MTP/MTU case closure requires clarification because users/billers are finding it difficult billing PTRs after the case has been closed, moved to another county, or courtesy case managed in another county.

STEPS TO CLOSE CLIENT'S CASE TO THE MTP:

> **PTR Billing Note for Transfer or Closed Cases **New Rule****
>
> PTR billing for a Transfer or Closed case the MTP Case Status must in a be CLOSED status in previous county on the Case Status screen. This applies to any PTR billing for a client that is no longer receiving services or transferred to another county.

Close the client's case if the client is no longer receiving services in the legal county or if the client is transferring to another county.

1. Go to "MTP" module in CMS Net Web.
2. Select client from Search Results screen.
3. Select Case Status from the MTP Eligibility menu.
4. Case Status: change the status from Open to Closed.
5. Dt Closed to MTU: enter the date closed.
6. Reason for Closure: select reason from drop down menu.

7. Determined By: type the user's last name and click "find." A pop up page will display the list results of user's name. Select the user's name and click 'continue'.

8. Dt Determined: enter date the closure was determined.

<u>STEPS FOR COURTESY CASE MANAGEMENT PROCESS:</u>

Client can reside in one county and be seen in another county's MTU. Example: A child's legal county is Los Angeles; however, they are being seen in a MTU in Ventura County.

1. Do not close the case to MTP. The case must remain open to MTP in the current legal county.
2. The current legal county user must change the MTU in the CMS-FS 40 screen to the MTU belonging to the courtesy county.
   - ➢ Note: Once the MTU has been changed, the caseload code will reflect the legal county's and the courtesy county's number. Example: 19M56OXN
3. Then the courtesy county user may go to the MTU Assignment screen and open to the courtesy MTU.

The CMS Net MTP Manual has been updated at:
http://www.dhcs.ca.gov/services/ccs/cmsnet/Pages/WebManual.aspx
Section 39 – Medical Therapy Program